

Terry E. Branstad, Governor

Kim Reynolds, Lt. Governor

Beth Townsend, Director

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February 8, 2016

Dr. Michael Starcevich, President
Kirkwood Community College
6301 Kirkwood Blvd
Cedar Rapids, IA 52406

FINAL MONITORING REPORT FALL 2015

Dear Dr. Starcevich:

I am in receipt of your response to my monitoring of Kirkwood Community College and the Workforce Investment Act/Workforce Innovation and Opportunity Act programs they administer for Region 10. The report listed finding(s) that required corrective action and a response from your organization. The findings are summarized below for your review:

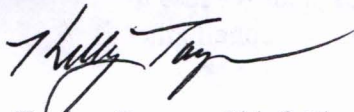
- Monitor was unable to reconcile the reported funds received to IWD records.

The original finding(s), your response and my final decision, are attached to this letter.

Please note that the scope of a financial monitoring review is significantly less than a financial and compliance audit. Therefore, we cannot express an opinion as to whether the financial statements reviewed present fairly the financial position for the period reviewed nor whether all disbursements are made in compliance with the terms of the contract(s) monitored. Subsequent monitoring visits will include a review of the item(s) listed above. Thank you for your assistance in resolving the above noted item(s).

If you have any questions regarding the findings you may contact Jamie Swacker at (515) 242-5221.

Sincerely,



Kelly Taylor, Bureau Chief, Financial Management
Iowa Workforce Development

Cc: Liya Fitzpatrick/Carla Andorf
Melissa Anderson
Kris Gulick (CEO Chair)
Kristy Lyman (RWIB Chair)
Todd Spencer

REPORTING

Financial Status Reports (FSRs) are reviewed to determine if expenditures and revenues reported can be reconciled to the books of account.

Finding #1

Monitor compared Iowa Workforce Development (IWD) accounting records of payments made through end of November to the November Financial Status Report (FSR) Funds Received submitted by Kirkwood Community College (KCC). Monitor was unable to reconcile reported funds received to IWD payment records. KCC provided additional information by email and monitor was still unable to reconcile funds received.

Corrective Action

Provide a reconciliation of all payments received by KCC from IWD to the November FSR's. Explain any discrepancies remaining.

Grantee Response

Monitor received an e-mailed response containing the detail revenue received. There were items marked October Reimbursement that were included on the November FSR's as received but were not included in the IWD payment record.

IWD Determination

Monitor was able to reconcile the reported received funds with the detailed report provided. Response accepted.

Finding #2

Monitor compared the Summary Trial Balance through November provided by KCC to the reported expenditures on the November FSRs. Monitor was unable to reconcile the expenses reported on the FSRs to KCC Summary Trial Balance.

Corrective Action

Provide a reconciliation of all expenses reported on the November FSRs. Explain any discrepancies remaining.

Grantee Response

KCC provided a revised Summary Trial Balance by email and the expenditures match the FSR's.

IWD Determination

Response accepted.

PARTICIPANT PAYMENTS

A total of One Hundred Thirteen (113) payments were included in the sample. The review included determining if costs were charged to the appropriate program, completeness of time and attendance records, adequate levels of obligations, signed obligation sheets in files and whether payments were calculated accurately. Also, a determination is made as to whether costs incurred are consistent with the Region 10 Local Service Plan. There were no findings noted during this monitoring review.

STAFF OVERHEAD PAYMENTS

Staff overhead claims were sampled in order to ensure that payments are reasonable, allowable and allocable to the programs charged. No findings were noted during this review.

COST LIMITATIONS

Cost limitations are reviewed to determine if there are any possible compliance issues in relation to meeting the budget requirements as imposed in federal regulations and the terms of the contracts. No findings were noted during this review.

OTHER ISSUES FROM IWD QUESTIONNAIRE

There are other tests conducted during the visit that cannot be appropriately classified with the sections outlined above. No findings/comments during this review period.